

# Sample 4-H Leader Association Bylaws

Updated November 2024

## Article I. Name

The name of this 4-H Group shall be CLOVER COUNTY 4-H Leader Association. This organization is chartered under the University of Wisconsin–Madison Division of Extension in CLOVER COUNTY.

## Article II. Purpose

The purpose of the CLOVER COUNTY 4-H Leader Association is to provide opportunities for 4-H volunteers and youth leaders to support the CLOVER COUNTY 4-H program. CLOVER COUNTY 4-H Leader Association activities include:

- Fundraising for 4-H programs and activities
- Supplemental recognition for 4-H members and 4-H volunteers including awards and scholarships
- County-wide 4-H programming
- 4-H Promotion

As with all chartered 4-H clubs and groups, the CLOVER COUNTY 4-H Leader Association is accountable to the local 4-H Program Educator and must submit an annual Charter Application and Annual Financial Report. The CLOVER COUNTY 4-H Leader Association is not responsible for the hiring and supervision of 4-H Program Educators, the selection and supervision of 4-H volunteers, or decisions related to 4-H membership.

## Article III. Membership

Membership of the CLOVER COUNTY 4-H Leader Association shall consist of all enrolled CLOVER COUNTY 4-H volunteers and CLOVER COUNTY 4-H members in 6th grade or above during the Wisconsin 4-H Program Year.

(NOTE: Per Wisconsin 4-H Policy only currently approved 4-H volunteers and members can make up the membership of clubs and groups.)

As a program of the University of Wisconsin - Madison, 4-H does not discriminate on the basis of on the basis of race, color, national origin, sex, gender identity (including gender expression), sexual

orientation, age, disability, religious creed, political beliefs, or reprisal or retaliation for prior civil rights activity.

## **Article IV. Association Annual Meeting**

(Recommended) Each year the CLOVER COUNTY 4-H Leader Association will hold an Annual Meeting the third Monday in June for all Association Members to attend. The meeting will have the following agenda items:

- Vote of Leader Association Bylaws revisions (if any)
- Vote on Leader Association Policy revisions (if any)
- Vote on the Leader Association Annual Budget
- Vote for open seats to the Board of Directors
- Any other business the Board of Directors would like to bring to the membership.

## **Article V. Board of Directors**

The CLOVER COUNTY 4-H Leader Association Board of Directors will be composed of 12 members including 6 positions for 4-H volunteers and 6 positions for 4-H members.

Board of Director duties include:

- Promote positive youth development
- Attend Board of Director meetings.
- Provide insight and perspective to the Board.
- Participate in the decision making process
- Contribute to committee work
- Provide leadership for budget development and oversight

Terms for all members will be two years with the opportunity renewed for one additional two year term. After two consecutive terms, Board of Director members must take one full term (2 years) off the board before they can be eligible to run in the next election.

## **Article VI. Officers**

### **Section 1: Officer Positions**

At the first Board of Directors meeting following the Annual Meeting, the CLOVER COUNTY 4-H Leader Association Board of Directors will elect officers:

- President
- Vice President (or President-Elect)

- Secretary
- Treasurer

## Section 2: Officer Elections

- Nominations will be taken starting with President, then Vice President, Secretary, Treasurer, and any additional offices.
- The officers shall be elected annually by simple majority vote. In the event of a tie, a new vote will be called and voting will continue until the tie is broken.
- Officers may resign at any time during the membership year, and for any reason, by notifying the President and/or Secretary in writing.
- If an officer is unable to finish their term, an election will be held at the next regular Board of Directors meeting.

## Section 3: Officer Duties

- President\*
  - The president shall ensure that the Association complies with Wisconsin 4-H State Policies.
  - The president shall preside over meetings.
  - The president shall follow/enforce the bylaws and policies of the Association.
  - The president shall work with the officers to create the agenda for each meeting.
  - Appoint committees as needed.
  - The president shall represent the Association.
- Vice President
  - In the absence of the president, the vice-president shall conduct the meeting.
  - The vice president helps facilitate the Annual Charter Application process.
  - The vice president shall help the president in their duties as needed.
- Secretary
  - The secretary shall keep a record of all proceedings of the Association.
  - The secretary shall keep attendance records for each meeting and send them to the Extension Office.
  - The secretary shall submit minutes to the Extension Office.
  - The secretary shall handle all correspondence for the Association.
- Treasurer\*
  - The treasurer shall comply with all financial policies: <https://4h.extension.wisc.edu/resources/wisconsin-4-h-policies/financial-management/>
  - The treasurer is responsible for maintaining a system that creates a separation of duties for receiving, spending and reconciling Association funds.
  - The treasurer shall pay money out upon approval of the Association.
  - The treasurer shall keep an accurate record of all money received and paid.
  - The treasurer shall keep a record of all budget items and work with the President to complete the Annual Financial Report.

\* Adult positions only.

#### Section 4: Removal of Board Member/Officer

- 3 or more unexcused absences within a year is an automatic removal from the Board of Directors
- Failure to uphold the duties of the office as described in the bylaws above, can result in removal of position by a majority vote by the Board of Directors at a meeting.

### **Article VII. Meetings**

Section 1: Association Meetings - Meetings of the CLOVER COUNTY Leaders Association will be determined by the Board of Directors and communicated to the membership. A quorum must be present when business is transacted. 15 members in attendance will constitute a quorum.

Section 2: Board of Directors Meetings - Meetings of the CLOVER COUNTY Leaders Association Board of Directors will be determined by the Board of Directors and communicated to the membership. A quorum must be present when business is transacted. A simple majority of the Board of Directors will constitute a quorum.

### **Article VIII. Decision Making Rules**

Parliamentary Procedure shall govern all meetings of the Association.

### **Article IX. Amendments**

A 2/3 majority vote of the total membership present may amend the bylaws at the Annual Meeting. All suggestions for bylaw changes must be submitted to the Secretary at least one month prior to the Annual Meeting.

### **Article X. Dissolution Clause\***

Upon dissolution of the CLOVER COUNTY 4-H Leader Association any assets must be turned over to a recognized 4-H club or 4-H group, with the approval of the county 4-H Program Educator consistent with Wisconsin 4-H in the Institute for Positive Youth Development approved financial practices and policy. The dissolution must be recorded in the meeting minutes and communicated with the 4-H Program Educator.

## Review and Approval Signatures\*

The CLOVER COUNTY 4-H Leader Association bylaws will be reviewed on an annual basis. The 4-H Program Educator has the authority to approve, deny, or request modifications to the CLOVER COUNTY 4-H Leader Association bylaws to ensure that the language aligns with Wisconsin 4-H Policies, Mission, and Values.

Date Approved by Membership: \_\_\_\_\_

\_\_\_\_\_  
(Signature) \_\_\_\_\_ Date \_\_\_\_\_ Adult Representative

\_\_\_\_\_  
(Signature) \_\_\_\_\_ Date \_\_\_\_\_ Youth Representative

These bylaws have been approved and are consistent with WI 4-H Policy, Mission, and Values.

\_\_\_\_\_  
(Signature) \_\_\_\_\_ Date \_\_\_\_\_ Educator

**Highlighted sections have language that is required in all Leader Association Bylaws and cannot change.**

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